

# MISSOURI STATE UNIVERSITY

## COURSE NAME

COURSE ID NAME | SPRING 2012

### **INSTRUCTOR:**

*Add your contact information here*

### **OFFICE HOURS**

*List virtual hours used for online courses. Include the technology you will use for meeting (Adobe Connect, Skype, etc.) If you do not have set office hours, include the statement: Virtual meetings upon request.*

### **COURSE DESCRIPTION:**

*The course description should be the one that is listed in the current catalog followed by any other pertinent information related to the general aims of the University, the program and the discipline.*

### **COURSE OBJECTIVES/LEARNING OUTCOMES:**

*The outcomes of the course should specify exactly what the instructor wants the students to accomplish. In order for outcomes to be measurable, they must clearly indicate what the student will be able to do after he/she has finished the course.*

### **COURSE RESOURCES:**

#### ***Blackboard***

*Blackboard is a Learning Management System which we will use for our course. You can login to Blackboard at <https://blackboard.missouristate.edu>*

*The "Begin Here" Or "Orientation" section of the Blackboard course provides you information on how the course is organized. You should look at this section prior to the start of class. (See course templates from prior activity.)*

*The Help tab will provide training on how to use Blackboard.*

#### ***Software***

*Include a list of software needed for course. Here are some common applications and plugins needed for browsers:*

*Adobe Reader (pdf reader)*

*<http://get.adobe.com/reader>*

*Apple Quicktime (video in .avi format)*

*<http://www.apple.com/quicktime/download>*

*Windows Media Player (video in .wmv format)*

*<http://windows.microsoft.com/en-US/windows/downloads/windows-media-player>*

*Adobe Flash Player (browser plugin)*

*<http://get.adobe.com/flashplayer>*

*Adobe Shockwave (browser plugin)*

*<http://get.adobe.com/shockwave>*

*Skype (online meeting room)*

*<http://www.skype.com>*

### *Textbook(s)*

*This section should include the textbook name with its full citation as well as any other required materials.*

### **Additional Readings**

*Indicate any suggested readings, additional bibliography and non-print materials.*

### **Presentations**

*A video of the slides with the instructor's narration will be accessed through a link in Blackboard. The slides will also be provided as a .pdf file which can be viewed on your computer, downloaded or printed.*

## **COURSE POLICIES:**

### **Instructor Feedback/Communication**

*Provide information as to how you will communicate with students. Include the time in which the student should expect feedback on assignments. Clearly list your time frame for responses to emails and discussion board questions, for returning papers and projects and for grading online tests and quizzes. It is a good idea to specify a reasonable time period within which they can expect your reply. For example, "Students can expect to receive responses to email within 48 hours."*

### **Student Feedback/Communication**

*Provide students with your expectations on communications. Stress that they check their email or Bb announcement section on a daily basis, especially in an online course. Inform them on what tool (email, Blackboard, etc.) they should use to communicate. You may want to tell them that if they have a question, they should include "Question" in the email subject field.*

*State your emergency policies as well.*

### **Submitting Electronic Files**

*Inform the students on what format you will accept in all electronic files (i.e. .doc or .pdf format.). Include directions on how they should save their work (i.e. last name-assignment name). Be specific on how to submit (email, assignment grader in Bb, etc.)*

### **Late Work**

*Post your late work policy.*

## **INSTRUCTIONAL METHODS/STUDENT ACTIVITIES**

### **Readings**

*Discuss what the requirements for reading course materials.*

### **Presentations**

*Include any requirements that will be associated with the chapter presentations/short lectures.*

### **Quizzes/Exams**

*Outline the exam schedule and provide expectations (online, time restrictions, open-book, proctoring guidelines and contact information, point associated with each quiz/exam, etc.).*

### **Online Discussions**

*Provide details on participation requirements. Provide a rubric for grading so the students know the expected outcomes.*

***Assignments***

*Give an overview of assignments, projects, papers (points associated with each assignment, rubric for grading, etc.).*

*Include items:*

- *Refer to schedule on p. 5 of syllabus for due dates, points associated with each assignments, etc.*
- *Late policies and emergency situations*

**EVALUATION AND GRADING**

*Clearly describe the criteria for evaluation and the specific grading system used in the class. Include the instructor's policy regarding make-up tests and exams and a statement of penalties, if any, for missed deadlines on student assignments. Evaluation/assessment should be tied to course outcomes.*

Your grade will be calculated using the following scale:

Grade	Percentage Range	Points
A	100 – 93%	380-400
A-	92 – 90%	
B+	89 – 87%	
B		
B-		
C+		
C		
C-		

**COURSE CONTENT AND SCHEDULE**

*This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs. It is the student's responsibility to keep abreast of such changes.*

Units Posting Date	Assign. # or code	Assignment	Possible Pts.	Your Points	Date Due
<b>Unit #1</b> <i>Insert Dates</i>	1-1	Introductions (BB)	5	/5	
	1-2	Post to the Introduction Discussion Topic	5	/5	
<b>Unit #2</b> <i>Insert Dates</i>	2-1	Online Discussion Forum	5	/5	
	2-2	Quiz #1	10	/10	
<b>Unit #3</b> <i>Insert Dates</i>	3-1	Online Discussion Forum		/5	
<b>Unit #4</b> <i>Insert Dates</i>	4-1	Quiz #2	10	/10	
	4-2	Assignment	25	/25	
<b>Unit #5</b> <i>Insert Dates</i>	5-1				
<b>Unit #6</b> <i>Insert Dates</i>	6-1				
	6-2				
<b>Unit #7</b> <i>Insert Dates</i>	7-1				
<b>Unit #8</b> <i>Insert Dates</i>	8-1				
	8-2				
<b>Unit #9</b> <i>Insert Dates</i>	9-1				
<b>GRAND TOTAL:</b>			<b>400</b>	<b>/400</b>	

**ALTERNATIVE SCHEDULE:**

CHAPTER	TOPIC	COURSEWORK	WHAT IS DUE	DUE DATE(S)
	Introduction	<ul style="list-style-type: none"> <li>✓ Read pages v-xxvi in the textbook</li> <li>✓ View the Introduction presentation</li> <li>✓ Introduce yourself to the class activity</li> <li>✓ Post to the Introduction Discussion Topic</li> </ul>	<ul style="list-style-type: none"> <li>✓ Introductions</li> </ul>	January 10
1	List learning outcomes for Ch. 1	<ul style="list-style-type: none"> <li>✓ Read Chapter 1 (pages 1-30) in the textbook</li> <li>✓ Watch video (link provided in Bb)</li> <li>✓ View the Chapter 1 presentation</li> <li>✓ Participate in the online discussion forum (see grading rubric located in the Course Documents section on Bb)</li> <li>✓ Take Quiz #1</li> </ul>	<ul style="list-style-type: none"> <li>✓ Quiz #1</li> <li>✓ Discussion #1</li> </ul>	
2	List learning outcomes for Ch. 2	<ul style="list-style-type: none"> <li>✓ Read Chapter 2 (pages 21 – 30) in the textbook</li> <li>✓ Read articles provided</li> <li>✓ View the Week 3 presentation</li> <li>✓ Post/Reply to Discussion #2</li> </ul>	<ul style="list-style-type: none"> <li>✓ Discussion #2</li> </ul>	
3	List learning outcomes for Ch. 3	<ul style="list-style-type: none"> <li>✓ Read Chapter 3 (pages 31 – 40) in the textbook</li> <li>✓ View the Week 4 presentation</li> <li>✓ Take Quiz #2</li> <li>✓ Assignment post your here</li> </ul>	<ul style="list-style-type: none"> <li>✓ Quiz #2</li> <li>✓ Assignment</li> </ul>	
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Sample Schedule

**BLACKBOARD SUPPORT:***Counseling and Testing Services*

<http://counselingandtesting.missouristate.edu/>

Experts Wiki - <http://experts.missouristate.edu/display/bb9/Documentation+for+Students>

*Registering your Clickers on Blackboard*

<https://experts.missouristate.edu/display/tt/Registering+Your+Clicker+on+Blackboard>

*Computer Services Open-Access labs*

<http://helpdesk.missouristate.edu/computer-labs/open-access-labs>

**MISSOURI STATE UNIVERSITY POLICIES:***Course Syllabi/Policy Statements*

<http://www.missouristate.edu/provost/syllabi.htm>

*Academic Integrity*

<http://www.missouristate.edu/academicintegrity/default.htm>

*Disability Accommodations*

Missouri State University Disability Accommodations:

<http://www.missouristate.edu/provost/disabilityacc.htm>

*Copyright Policies*

<http://www.missouristate.edu/provost/copyrightpolicy.htm>